

There is a \$25.00 non-refundable registration fee PER CHILD for After School Care and a \$20.00 non-refundable registration fee PER CHILD for Summer Care. The registration fee applies to all and must be received at the time of registration. It must be accompanied by the signed registration/medical form, along with the immunization form and a copy of the child's insurance card.

The fee for late pickup is **\$1.00 per minute after 5:45. No Exceptions.**

At 5:50 Center personnel will begin calling authorized persons to pick up children who are still at the Center. Fees are based on the time that appears on the clock at the sign-out table.

The Return Check fee is \$20.00 per occurrence. If two or more checks are returned payment must be in the form of a money order or cash. There will be no adjustment of fees if children are involved in extracurricular activities during After School/Summer Care hours.

PAYMENT POLICY

Payment should be made during the week that children are in attendance. If payment is not received for that week, a \$10.00 delinquent payment fee will be added to the account. Delinquency of two or more weeks may result in the termination of child-care services.

Receipts will be given for cash payments only, unless otherwise requested. Please make payments by check or money order whenever possible. Automatic bank withdrawal is available for your convenience if children are enrolled on a weekly basis.

RIGHT TO AMEND

Saint Agnes Parish School reserves the right to amend this Handbook. Parents will be provided with written copies of any changes.

**2009-2010
ST. AGNES
AFTER SCHOOL CARE
SUMMER CARE
HANDBOOK**

**Charity Hall
1800 Newburg Road
Louisville, Kentucky
452-1262**

MISSION STATEMENT

The mission of St. Agnes After School Care/Summer Care Program is to provide, in cooperation with parents of our parish school community, quality child care for children in Grades K-6 that promotes the positive emotional, physical, intellectual, social, and spiritual growth of each child. Grade 7 and 8 students are occasionally accepted on an individual basis according to family need and as space permits.

HOURS OF OPERATION

The After School Care Program opens at 2:45 PM and closes promptly at 5:45 PM on school days. During the summer the Center opens at 7:15 AM and closes promptly at 5:45 PM.

The Center will be CLOSED on the following days:

- All National Holidays
- Spring Break
- Thanksgiving Day and the Friday after Thanksgiving
- Friday of St. Agnes Carnival Weekend
- Snow Days and other emergency days

The Center will have a limited schedule during Christmas break.

ACTIVITIES

The program provides opportunities for the children to choose from a variety of activities. These include:

- | | |
|--------------|-----------------|
| Outdoor play | Group Games |
| Board Games | Arts and Crafts |
| Puzzles | Movies |

There is a scheduled time for homework during the After School Care Program.

ARRIVAL AND DEPARTURE

After School Care: At the time of dismissal from school children will gather in the gym and be signed in. After this is completed the children will walk to Charity Hall as a group. Once a child has been signed in parents will be charged for that day. **When parents pick up their children they must sign out with the time of pickup and a complete signature rather than just initials.**

at any time. The Center cannot be responsible for toys that are broken, lost, or stolen.

TRANSPORTATION

Transportation for all field trips is provided by a private contractor with over 20 years experience. Rules for children while on the bus include:

1. Voices must be a moderate tone.
 2. Children are to remain in their seats at all times.
 3. No eating, drinking, or gum chewing on the bus.
- Arms and other objects must be kept inside the bus windows.

FEEES

AFTER SCHOOL CARE

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Weekly Rates	\$50.00	\$84.00	\$110.00

(No additional charge for early dismissal or full days)

Daily Rates

(part-time)	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Regular Hours	\$13.00	\$23.00	\$34.00
Early Dismissal	\$20.00	\$37.00	\$52.00
Full Days	\$33.00	\$55.00	\$77.00

SUMMER CARE

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Weekly Rates	\$115.00	\$210.00	\$295.00
Daily Rates	\$34.00	\$57.00	\$80.00

Children who are not enrolled in Summer Care at the weekly rate will pay a \$10/family Field Trip Fee on each day they attend that is a field trip day. The fee for the Kentucky Kingdom field trip is \$20.00/family.

The same fee is paid whether children are at the Center for a few minutes or several hours. Outstanding balances must be paid at or prior to registration in order to register a child/children for the next session. Trimester report cards will not be issued to families with outstanding balances for after school care.

Medications that are to be given during After School Care should be brought to the school office with a note and marked After School Care.

PHONE

The phone at Charity Hall must be kept open for communication between Center staff and parents. Children will not be called to the phone. The school policy regarding cell phones applies to After-School and Summer Care as well. Students' cell phones may not be used, audible, or visible. Non-compliance with this policy will result in the confiscation of the phone.

SNACKS

After School Care provides a snack and drink. Children may purchase a canned drink at snack time only. Summer Care also provides an afternoon snack.

STAFF

A staff member trained in disaster/emergency procedures, CPR and First Aid is always on duty. All staff members receive a minimum of 12 hours of in-service training per year.

SUMMER CARE

Children are required to wear tennis shoes and socks daily. Sandals, flip flops, etc. are not permitted because of safety considerations. Each child brings his/her own lunch, including a drink, each day.

Parents will receive a schedule of summer activities at the beginning of Summer Care. Movies on the schedule will be subject to the following standards:

K-3rd grade: "G" movies only

3rd - 5th grade: "G or PG with parental permission

TOYS

Children are allowed to bring toys. It is assumed that they will share these toys with other children. No toy guns or knives may be brought

Summer Care: Children must be escorted into the building by an adult. Children will be released only to adults previously designated in writing. Identification may be requested by the Center staff. **When parents/designated adults pick up children they must sign out with the time of pickup and a complete signature rather than just initials.**

BULLETIN BOARD

It is the parent's responsibility to check the bulletin board for notices, changes in schedules, plans, etc. Calendars and newsletters will be provided periodically.

CHILD ABUSE/NEGLECT

In the event that a staff member suspects that a child may be the victim of child abuse/neglect, he/she is required by law to contact Child Protective Services hotline.

CHILDREN'S RULES

1. Be polite, share, and play fair.
2. Keep hands, feet, and other objects to oneself.
3. Respect others, as well as their ideas and property.
4. Use only appropriate language.
5. Be careful and stay in authorized areas.
6. No running indoors.
7. Pick up and put away all toys and games that are used.
8. NO GUM.
9. Tell an adult before going to the restroom or leaving any area.
10. Eat and drink only in designated areas.

Tell an adult if another person hits, hurts, calls you names and/or makes fun of you.

COMMUNICATION PROCEDURES

Changes in telephone numbers and/or addresses for parents and contact persons must be reported immediately. Parents should always be able to answer the question, "HOW COULD THE ST. AGNES STAFF REACH ME IN CASE OF AN EMERGENCY?"

DISCIPLINE

Children will not be subjected to physical discipline, nor shall any method of discipline be used that is humiliating, threatening, shaming or frightening. Loud, profane, or abusive language will not be used. Time out is an effective form of discipline and is used to remove the child from disturbing behavior. It provides the child with time to think about what he/she has done. If this discipline is not effective, the parent will be contacted.

Consistent misbehavior or a single serious infraction will result in any or all of the following:

- Time-out for an entire afternoon and/or day to be served with the principal
- A two week period of probation. During this time the center staff will keep a behavior log on the child. At the end of the two week period the director will review the log with the parents.

Dismissal from the program. If dismissal is necessary the parents will receive a one week notification unless the safety/well-being of other children and/or staff of the Center warrants otherwise.

Parental support of discipline policies is vital to maintaining a pleasant and secure environment for all children.

EMERGENCY PROCEDURES

Emergency drills are held periodically to acquaint children with evacuation procedures. The evacuation plans are posted in the rooms, and all staff members are instructed in these procedures. In the event that an emergency requires extended evacuation of the children from the main building, emergency arrangements have been made. Parents or designated persons will be contacted as soon as possible concerning such a situation.

FIELD TRIPS

Children will have the opportunity to join classmates for enjoyable field trips. Field trips provide significant ways of learning about the community and world in which they live. Many of the scheduled trips will be coordinated with planned learning themes.

Advance notification of all field trips will be provided. A written permission form for each field trip must be signed by parents. Parents are welcome to be part of these trips. Children should be at the Center thirty (30) minutes prior to scheduled departure.

MEDICAL EMERGENCY

If a medical emergency arises, Center personnel will first attempt to contact a parent. If a parent cannot be located, those persons authorized for emergency pickup will be called. In the event a responsible adult cannot be reached, and, in the judgment of St. Agnes staff, immediate medical and/or hospital attention is indicated, EMS will be called. Reports will be made to the Cabinet for Families and Children, Child Care Services Branch and to the Archdiocese of Louisville for any such emergency.

MEDICATIONS

In order for any medications to be given, specific guidelines from the Kentucky Cabinet for Human Resources Division of Licensing and Regulations for Child Care must be followed. The parent or guardian must send a written request that the medication be given to the child. **The Center keeps a medication log.**

Prescription drugs and inhalers will be administered when parents send these medicines in a recently prescribed bottle for that child with the original label from the pharmacy, a note and a completed "Authorization to Give Medicine" form. This form is available at the Center.

Non-prescription drugs will be administered when parents send these medicines in the original bottle, a note, and a completed "Authorization to Give Medicine" form. This form is available at the Center.